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Meeting Minutes

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July 1, 2008

Civil Service Council

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Civil Service Council Minutes

July 1, 2008

Sullivan Room, MLK Union

8:30 am

Member Present:

Tami Duzan, Angie Campbell, Janet Werden, Heidi Hawkins, Cathy Kimball, Amy Richardson, Jenny Stout, Thomas MacMullen, Cindy Starwalt (for Judy Konrad), and Michelle Morgan

Special Guest:

Gary Hanebrink, Office of Environmental Health and Safety

Members Absent:

John Bailey, Julie Winnett, Lionel Sanders, Laurie Lysinger, Brian Hyder, Melissa Coleman, Melissa Gordon, Judy Konrad, Paula Embry, Julie Wilkerson.

- I. President Tami Duzan called the meeting to order at 8:30 am.
- II. Gary Hanebrink spoke to the council about the Emergency Response Plan for EIU. This was an anonymous suggestion brought to the Council at our Spring Luau. He updated the council on several new safety initiatives put in place at EIU, such as the implementation of text alerts, phone tree, email notification (which is the primary system according to EIU Internal Governing Policies). An EIU Emergency Response Team is being started and training for that will start in the Fall and volunteers can be current or retired EIU employees. See the Office for Environmental Health and Safety website for more information (<http://www.eiu.edu/~environ/>).
- III. The minutes from the meeting on June 3, 2008 were approved and have been posted to the Council website.
- IV. EAC Report – Tami Duzan will email the council a copy of the agenda for the next quarterly EAC meeting.
- V. Human Resources Report – No report
- VI. Committee Reports
 - a. Election Committee (Duzan) – Cheryl Hochstetler has volunteered to serve on the committee from District 3. If anyone is interested in serving on the committee, email Michelle Morgan (mlmorgan@eiu.edu).
 - b. Personnel Committee – No Report
 - c. Salary Plan Committee (Duzan) – This committee is on hold for now pending constitutional changes.
 - d. Special Committees
 - 1) Constitution Committee (Duzan) – On hold, pending Executive Committee update.
 - 2) Scholarship Committee (Morgan) – Nothing new to report.
 - 3) Public Relations Committee (Morgan/Campbell) – Nothing new to report.
- VII. Old Business
 - a. Archive File disposal (Kimball) – Pending with State Records Commission Office.
 - b. President Perry (Duzan) – Tuition Waivers for retired employees – Nothing new to report. No date has been set for our September 2008 meeting.
- VIII. New Business
 - a. Constitution (Duzan) – The Executive Committee will be meeting on July 8, 2008 to finish revisions to the Constitution.
 - b. Other Business (Duzan) – Teresa Sims has resigned from the Council. Thomas MacMullen will be replacing her effective immediately.

Motion to adjourn (Campbell/Kimball): Meeting adjourned at 9:11 a.m.

Respectfully submitted, Michelle Morgan, Secretary

The next scheduled meeting of the Civil Service Council is Tuesday, August 5, 2008 at 8:30 am in the Sullivan Room. All Civil Service, non-negotiated employees are welcome and encouraged to attend.